



Expanding, Enhancing Emotional Health (E3) Program CQI Work Plan Guidance Content Relevant to: E3

WORKPLAN

- Total of THREE required outcome objectives submitted with workplan (2 CQI and 1 Service Delivery)
- At least one outcome objective Begin Date/End Date is entire fiscal year (year-round)
- Must be unique to each site
- If CQI focus objectives were met last fiscal year, please choose different ones
- The CQI focus should come from your own program evaluation (ex: peer chart reviews, CQI meetings, surveys, needs assessments, etc)
- Can include additional objectives outside of the required three

REQUIRED OUTCOME OBJECTIVES

Outcome Objectives:

- State what is expected to occur as a result of the intervention like: anticipated changes in attitude, knowledge, skills, behaviors, policies, practices or systems.

Outcome Objective 1-2 CQI Project Focus: Must have 2 outcome objectives that focus on Continuous Quality Improvement (CQI). Look for areas of improvement (see CQI project resources below for additional support).

Outcome Objective 3 Service Delivery: This outcome objective must be specific to the minimum users of 50 annually. It can reflect how you will increase users to meet the program requirement or how you will maintain a caseload of 50.

- Is it a SMART objective?
 - Specific
 - Measurable
 - Attainable
 - Relevant
 - Time-bound

Activity/Activities listed for all outcome objectives: Activities are specific statements of the service that will be delivered and focus on the amount, frequency, and duration of the intervention. May be thought of as the “deliverables”. NOTE: Programs may have more than one activity which leads to the outcome objective(s).

- Is the Activity/Activities associated with the outcome objective?
- Does the Activity/Activities clearly define what will occur or do they need to be clarified?

Responsible Staff/CQI Team: Clearly identify the position(s) responsible for carrying out each activity described. Please provide titles/positions and not names of individuals.

Date range included and is reasonable for proposed objective: Provide a time frame for achieving each activity described in each objective. Should reflect realistic dates. Make sure that most activities are being worked on for the entire fiscal year.

Expected Outcome: What is the expected outcome of each activity?

- Does the expected outcome help find a solution for any of the following questions?
 - How are we doing?
 - Can we do it better?
 - Can we do things more efficiently?
 - Can we be more effective?
 - Can we do things faster or in a timelier way?

Measurement(s) included and is/are reasonable for proposed objectives: Provide methods for how each activity will be measured to ensure it's been achieved (sign-in sheets, training logs, event flyers, evaluations, meeting minutes).

QUARTERLY REPORTING COMPLETED IN EGRAMS/EMAIL

Period Summary: Summary of progress toward the objectives/activities. What was able to be accomplished or what barriers/challenges existed each quarter.

Evaluation Results: Measurement of progress. How did you measure the progress toward the objectives/activities? Were actual measurement tools used? Was there a noticeable increase or decrease that can be described with numbers?

CQI PROJECT

- HealthIT.gov [What is CQI?](#)
 - How are we doing?
 - Can we do it better?
 - Can we do things more efficiently?
 - Can we be more effective?
 - Can we do things faster or in a more timely way?
- Reference [CQI Strategies to Optimize your Practice](#)

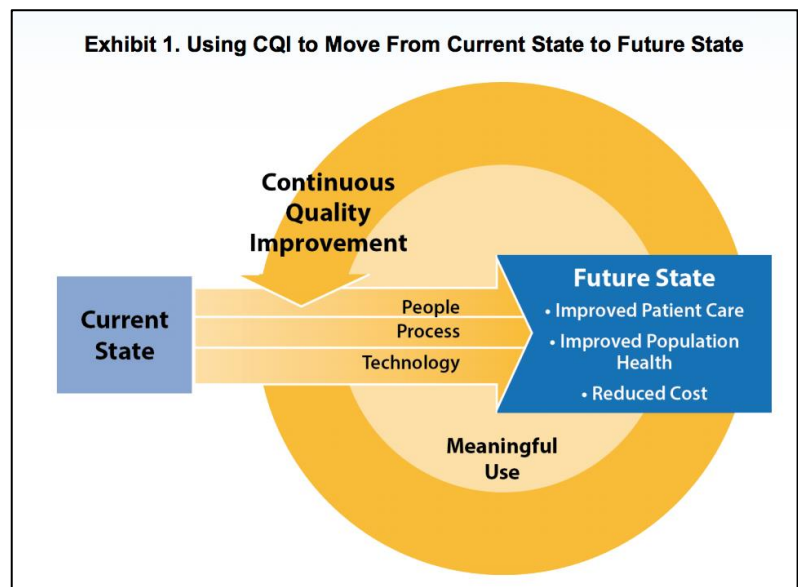
CQI RESOURCES:



CQI.pdf



How to Write
Outcome Objectives.p





Updated E3 CQI
guidance.pdf



Outcome Objectives
Checklist.pdf

SAMPLE WORK PLAN

OBJECTIVE (Goal): Increase the percentage of unduplicated users with at least one annual risk assessment or behavioral health screen from 60% to 90% during the school year.		
Activity 1 – At the time of intake, verify or complete a risk assessment or BHS.		
Activity 2 – At 90 days, complete another BHS on all current users, to measure progress in treatment.		
Task by Quarter	Expected Outcome	Outcome Measurement
Provide new unduplicated clients at least one risk assessment or behavioral health screen.	Users who are enrolled will have at least 1 age-appropriate risk assessment/behavioral health screen during the school year.	CRT Data will show the number of age-appropriate annual risk assessment/behavioral health screen during the school year.
OBJECTIVE (Goal): To improve time of initiating treatment, 90% of unduplicated users will have a signed consent form within one week (7 days) of referral.		
Activity – Consent forms will be delivered to parents/caregivers at the onset of referral and a signed copy uploaded into the EMR within 7 days of referral.		
Activity – Follow up with parents/caregivers to gain consent by utilizing phone (2 attempts), email (1 attempt) and mail (final attempt).		
Task by Quarter	Expected Outcome	Outcome Measurement
Electronic signatures will be utilized.	90% of unduplicated users will have treatment initiated (at minimum client scheduled) within 2 weeks of consent on file.	The number of consents on file in the EMR system and tracked by date/time.
OBJECTIVE (Goal): Increase unduplicated users from 30 per year to 50 per year.		
Activity 1 – Three (3) times in the school year, attend classrooms to advertise services.		
Activity 2 – Provide referral information to staff and teachers on how to access services four (4) times a year.		
Activity 3 – Provide two (2) therapeutic groups per fiscal year with the goal of at least 8 unduplicated users per group.		
Task by Quarter	Expected Outcome	Outcome Measurement
Strategies used to engage youth in the services this quarter. Number of new referrals each quarter.	Increase users by promotion of the services and visibility of the provider.	<ul style="list-style-type: none"> - CRT Data will show the number of youth who received services in the year. - Therapist caseload size.
OBJECTIVE (Goal): Increase unduplicated male users by 10% in the fiscal year.		
Activity 1 – Once per semester, initiate a focus group of male students (insert age) to determine barriers of care (incentives given).		
Activity 2 – Attend two (2) events through the year to advertise services (male sporting event) and to increase engagement.		
Task by Quarter	Expected Outcome	Outcome Measurement

Strategies used to engage male youth in the services this quarter. Number of new referrals each quarter.	Increase male users by promotion of the services and visibility of the provider.	<ul style="list-style-type: none"> - CRT Data will show the number of male unduplicated users who received services in the year. - Therapist caseload size.
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